

**NON-CERTIFIED STAFF REPORT  
FORM ES-F045**

**GENERAL INSTRUCTIONS**

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**1. PURPOSE**

The Non-Certified Staff Report is a report of the number of non-certified personnel by assignment categories employed by the school district expressed in full-time equivalents (F.T.E.). Persons included on this report should be paid directly by the school district or from funds channeled through the school district such as, federal or state grants.

**2. WHO TO REPORT**

All non-certified personnel who are paid directly by the school district or from funds channeled through the school district such as federal or state grants. Exclude all certified personnel who are counted on the Personnel Assignment System (PAP). Do not include any personnel paid directly from outside sources or any volunteers.

**3. HOW TO COMPLETE THE FORM**

Select a staff category for each employee that most clearly represents his or her work assignment. For persons who work in more than one category prorate their F.T.E.'s according to the proportion of time worked in each category. Staff category definitions are found on pages 2 and 3. Calculate the F.T.E. for each employee in each staff category using the formula discussed on page 4. Add the F.T.E.'s for each category and enter the total in the appropriate line on Form ES-F045. Please note that F.T.E. is expressed to the nearest tenth (one decimal place).

Add all the F.T.E.'s for each category and enter the grand total in Section III – Total F.T.E.

The person reporting the Non-Certified Staff Report should sign and date it on the appropriate lines.

Form ES-F045 is due in the Department of Education on or before October 15th of each year. Please keep one copy of this form for the district records and mail the original signed copy to the address printed on the form.

Questions regarding this form should be addressed to the Office of Information Services (222-4600 EXT. 2230 or EXT. 2231)

FORM ES-F045  
**STAFF CATEGORIES**

**I. INSTRUCTIONAL STAFF**

**Teacher Assistant**

**Code 10**

Teacher Assistants are those staff members who are deemed to include any person employed to provide instructional or other direct services to students (and/or their parents/legal guardian) under the supervision and direction of the classroom teacher or other appropriately-certified professional staff. (For further clarification, see P.L. 1996, sec.16, chapter 11.2.)

EXCLUDE: School office clerical and secretarial staff and volunteer aides.

INCLUDE: Paid staff only.

**II. SUPPORT SERVICES STAFF**

**Library/Media Support Staff**

**Code 20**

Library/Media Support Staff are those non-certified staff members who render other professional library services, including selecting, preparing, caring for, and making available to members of the instructional staff and students the equipment, films, filmstrips, transparencies, tapes, TV programs and similar materials, whether maintained separately or as part of an instructional materials center.

INCLUDE: Activities in the audiovisual center, TV studio, and related work areas, and services provided by audiovisual personnel.

INCLUDE: Library aides and those involved in Library/Media Support.

EXCLUDE: All certified Library/Media Staff. These staff members should be reported on the Personnel Assignment System (PAP).

**LEA Administrators**

**Code 30**

LEA Administrators are those administrators who are NON-CERTIFIED and have district wide responsibilities: e.g., business managers, personnel directors, administrative assistants, supervisors of health services and food services.

EXCLUDE: All CERTIFIED administrators who are counted on the Personnel Assignment System (PAP).

**LEA Administrative Support Staff****Code 40**

LEA Administrative Support Staff are those staff members who provide direct support to the district administrators such as, the superintendent, assistant superintendents, curriculum directors, as well as, any non-certified directors included under (Code 30).

INCLUDE: District office clerical and secretarial staff, clerks, and other personnel who assist administrators.

**School Administrative Support Staff****Code 50**

School Administrative support Staff are those staff members of a school whose activities are concerned with supporting the office of the principal, guidance health services and department chair persons.

INCLUDE: School clerical and secretarial staff.

EXCLUDE: Instructional aides.

**Student Support Services Staff****Code 60**

Student Support Services Staff are non-certified staff members who serve as transportation supervisors, provide health services, attendance officers, and individual student aides prescribed by an IEP.

EXCLUDE: All certified personnel including psychologists, audiologists and speech pathologists (check certification files) Personnel Assignment System (PAP).

**Other Support Services Staff****Code 70**

Other Support Services Staff are all support services staff members not reported in the categories listed above, e.g., social workers, data processing, health, maintenance, janitors, bus drivers and cafeteria workers.

EXCLUDE: Cafeteria workers paid directly by the state.

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**FULL-TIME EQUIVALENCY (F.T.E.)  
DEFINITION AND CALCULATION**

**1. FULL-TIME - DEFINITION**

Full-time equivalency is the amount of time required to perform an assignment stated as a proportion of full-time position, and computed by dividing the amount of time employed by the time normally required for a full-time position.

**2. EXAMPLES**

- a) An employee who works one full day per week. Normal full-time hours are 7 hours per day and 35 hours per week. This employee's F.T.E. is calculated thus:

$$\frac{7 \text{ hours worked per week}}{35 \text{ hours normal full-time per week}} = .2$$

- b) For an employee who works one-half day, five days per week, F.T.E. is calculated thus:

$$\frac{17.5 \text{ hours worked per week (3.5 hrs. x 5)}}{35 \text{ hours normal full-time hours per week}} = .5$$

- \* The formula to be used for all F.T.E. calculations is:

$$\frac{\text{Normal hours person works per week}}{\text{Normal hours for full-time position}} = \text{F.T.E.}$$

- \* All entries for ES-F045 should be calculated to the nearest tenth.  
(one decimal place)